

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0047583

Date Posted: 03/11/13

POSITION NO: 242716

Closing Date: **OUF**

CLASS CODE: 3456

POSITION TITLE: SLOT COMPLIANCE ASSISTANT

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 4 WORKSITE LOCATION: Twin Arrows, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Shift

Permanent: ☒

SALARY:

Hours: Varies

Temporary: ☐

Duration: \$ 38,084.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides assistance in matters regarding to slot operations, slot projects including but not limited to slot machine conversions, installation, movement and upgrades; assists in updating agency shipments, devices and information including gaming machines, game EPROMS, BV (bill validator) chips, mastercom, etc.; assists in providing the Department of Gaming with applicable machine information (i.e. location, asset number, game name, serial number and EPROM information); provides machine information to agents; assists in completing appropriate paperwork when shipments arrive; assists in kobetroneing EPROMS in comparison to Gaming Laboratory International, Inc. (GLI) letter and/or GLI listing; generates appropriate paperwork for installation and conversions for staff to use (Slot Access Form); provides forms for gaming certification, maintains files for machine and conversions consisting of Slot Control Worksheet, GLI letters, status reports, PAR (percentage average rate) sheet and Access form for active slot files; assists staff or completes slot projects during certification; maintains database of slot floor, including stand and asset numbers, denomination, game name, percentages, serial number, all EPROM and installation data for active and inactive slots; maintains letters of jurisdictional approval from GLI and files Customer and Agency Notifications from slot vendors with respect to current gaming devices.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

one (1) year gaming regulatory or closely related experience involving the coordination, preparation and overseeing of slot machine conversions, installation, movement and upgrades. Experience in the gaming industry, **preferred**.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application .

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment: Knowledge of Federal, State and Navajo Nation regulations, knowledge of Navajo Nation Gaming Ordinance, knowledge of casino internal controls and operational procedures, knowledge of the National Indian Gaming Commission (NIGC) Minimum Internal Control Standards as it pertains to gaming machines, knowledge of documentation/recordkeeping principles and practices, skill in written and oral communication necessary for coordination with the State Gaming officials, slot operations, GLI and slot vendors, skill in observing and monitoring employees to ensure compliance with internal controls and management practices and procedures.

License/Certification Requirements:

Must possess or have ability to obtain a valid gaming license/certification from the State of Arizona and the Navajo Nation Gaming Regulatory Office within 180 days of hire; and possess a valid state driver's license.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99